

# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

Position(s) Applied For:	Application Date:
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Last Name	First Name	Middle Name
Address	City	State      Zip
Telephone Number(s)		Social Security Number

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ am      pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes      No

Have you ever filed an application with us before? If Yes, give date: \_\_\_\_\_      Yes      No

Have you ever been employed with us before? If Yes, give date: \_\_\_\_\_      Yes      No

Do you have any relatives working at the credit union? If Yes, give name: \_\_\_\_\_

Are you currently employed:      Yes      No

May we contact your present employer:      Yes      No

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status?      Yes      No

Date available to work: \_\_\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:      Full-Time      Part-Time (Please indicate:      Mornings      Afternoons)

Have you ever been convicted of a felony, misdemeanor or any other offense other than a minor traffic violation?      Yes      No

If Yes, please explain: \_\_\_\_\_

Have you ever engaged in a civil offence involving dishonesty or breach of trust (including, but not limited to, failure to pay taxes and shoplifting)?      Yes      No

If Yes, please explain: \_\_\_\_\_

Can you travel if a job requires it?      Yes      No

How did you learn about the credit union? \_\_\_\_\_

(Continue on Reverse)

## EDUCATION

School	School Name & Location	Subjects	Terms Completed
High School			
College/University			
Trade or Business			
Special Training			

Typing:	Yes	No	List any additional skills you feel are useful to the position for which you are applying:
10-Key by Touch:	Yes	No	
Computer Skills:	Yes	No	

## WORK EXPERIENCE

Employment Dates	Employer Name & Address	Position & Job Duties	Salary	Reason for Leaving
From: _____ To: _____	_____ _____	_____ _____	_____ _____	_____ _____
From: _____ To: _____	_____ _____	_____ _____	_____ _____	_____ _____
From: _____ To: _____	_____ _____	_____ _____	_____ _____	_____ _____
From: _____ To: _____	_____ _____	_____ _____	_____ _____	_____ _____
From: _____ To: _____	_____ _____	_____ _____	_____ _____	_____ _____

## REFERENCES

Name	Address & Telephone	Business or Personal	Years Known
_____ _____	_____ _____	_____ _____	
_____ _____	_____ _____	_____ _____	
_____ _____	_____ _____	_____ _____	

I authorize the credit union to investigate my application for employment. I understand information may be obtained through personal interviews, business references, credit reporting agencies and other sources. I request all persons who have information to disclose it to the credit union, and I release all persons from liability for any damage that may result from furnishing information to you. I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on the application shall be grounds for immediate dismissal. I understand and agree that if employed, the employment will be "at will". That is, either I or the credit union may end the employment relationship at any time for any reason or for no reason. I understand that the credit union, as part of its employment decision-making, may request information about my credit history from a credit agency. You are authorized to check my credit history and any other items mentioned in the application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date